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~~CONFIDENTIAL~~
Security Information

PERSONNEL DIRECTOR MEMORANDUM NO. -53

SUBJECT: Posting of Security Request Number on Standard Form 50, Notification of Personnel Action, and Standard Form 52, Request for Personnel Action

1. Effective immediately, the Security Request Number entered on Form No. 37-104, Request for Security Clearance, for applicants or for personnel [redacted] converting from staff agent status to staff employee status and vice versa, will be entered in the upper right-hand corner of the appointment actions effected by Standard Form 50 and Standard Form 52, as follows:

a. On Standard Form 50, the Security Request Number will be entered directly to the right of the form title "Notification of Personnel Action" and immediately above the heavy black line over item 3, "Journal or Action No.", and item 4, "Date".

b. On Standard Form 52, the Security Request Number will be placed in the extreme upper right-hand corner of the blank box appearing to the right of the form title "Request for Personnel Action".
Part C →

2. Security Request Numbers will be entered on the subject forms by the appointment clerk at the time appointment actions are prepared.

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Acting Personnel Director

*Concur with the view of
putting the number in item
3 of the SF-50 or SF-52*

*Reconcurred
on original
idea*

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